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2 Sept 03

Addendum # 2 (Pre-Bid Meeting Summary)

LOI# B02775

Title: Computer Training Services – M.P.A. # 229

Submission Deadline: 9 Sept 03 @ 2:20 PM

1. Major rollouts for next three years?

Product and application development will probably focus on completing projects currently at various stages of completeness along with an emphasis on standardizing operating systems, office tools to specific revisions and releases.

2. Where should "vendor training" be located?

Class location will be dictated by class content and required "hands on" tools. Generally, a computer lab will be required to practice what is being taught. As such, location will be determined when interviewing for a specific class. Lab location may be a determining factor in selecting a vendor.

3. Technical proposal?

The more information a prospective vendor provides will be beneficial.

4. Cost proposal breakdown?

You should on those tools you offer training in. Some examples of anticipate courses are operating systems, e.g. Windows 98, 2000, XP pro; Linux, Unix. Application areas such as Word, Excel, Access, Novel GroupWise, etc. Bid on all the services that you can provide. You do not have to bid on every one.

5. Classes?

In general: classes run Monday through Friday with an average of 6 hours class time per day. There may be a need for weekend or evening classes especially in those agencies whose operations are 24/7. Classes can be packaged 5-10, 10-15 students, none should exceed 15. Cost per student per class will be a variable based on several factors. Subject, class size, duration, required materials and location are some of the more obvious criteria. When text books vs standard hand outs are required, the text books will be considered as a separate issue. End user training should include materials that the students can take back to the office.


6. Certification.

This area refers to credentials held by your instructors or their knowledge of the subject. We want to know what kind of certification(s) your trainer(s) have and who issued them

7. Customization.

This activity refers to modification activities on the part of the selected vendor to adopt a course to the specific activity the agency wants taught. It could be as simple as using the functions performed by the State agency.

- NO FURTHER QUESTIONS SHALL BE ENTERTAINED.


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